

IDEAS

The Foundation for Change



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**The great strength
of our country and its
future depend upon
the innovation and
creativity of its
people.**

**--Ronald Reagan
The White House
Washington, D.C.**



**An
Invitation
to You
to Suggest
Improvements**

The Government wants your ideas on how to improve its productivity and services, and will pay up to \$35,000 in cash for suggestions, inventions, or scientific achievements by Federal personnel.

The amount of award you may receive for your idea depends on its value to the Government. For example, when benefits can be measured in dollars (reduction in production time, staff hours, supplies, equipment, space), your award is based on a percentage of the savings to the Government during the first year the idea is used. When benefits can't be measured in dollars, your award is determined by the degree of impact your idea has on the activity it affects and the extent to which it is applied (locally, regionally, or nationally).

**What Are
Your
Chances of
Success?**

Currently, more than one in every four suggestions, submitted by civilian and military personnel, is adopted. The average suggestion award throughout Government is about \$190.

**How to Get
Involved**

FIRST. *Get a suggestion blank. Most organizations keep a supply of them in convenient places, or arrange for administrative personnel to provide them; and most suggestion forms include instructions for suggesters.*

SECOND. *Start thinking creatively. People who are closest to the work being done usually make the best suggestions for improvement. In many cases ideas occur because of a problem you encounter. But you can suggest*

improvements before problems arise if you take a critical look at your activity and its functions and ask yourself, "If I were receiving my work, what kind of product and service would I want?" A leading expert in the field describes creativity as "the process of combining already existing elements into something new." To develop your creativity, he recommends brain storming—free-wheeling thinking during which you list all the improvement ideas you can think of, no matter how wild they may seem. Explore such alternatives as magnifying, minifying, dividing, separating, substituting, compressing, adapting, combining, reversing, putting to other uses, modifying, or rearranging. Then judge the value of these ideas and decide which represent the best improvements or solutions to problems.

THIRD. *Put your ideas in writing. "Sell" your ideas to management by explaining (1) the present practice, procedure, or item being used, (2) the improvement you are suggesting, (3) where and how it can be used, and (4) what savings or other benefits to the Government will result from your idea. (If you need help, talk the idea over with your supervisor or suggestion program administrator.)*

FOURTH. *Send your suggestion to your local suggestion program administrator. Don't delay—someone else may have the same idea and the one that is received first is the one that is eligible for consideration.*

What
Happens
to Your
Suggestion?

Your suggestion will be reviewed for eligibility and, if eligible, assigned a control number and sent to the person(s) technically qualified to evaluate and adopt it. If you don't receive an acknowledgement of your suggestion within a reasonable period, follow up to make sure it was received and is being processed. If adopted, an award will be determined and should be presented to you as soon as possible, after approval.

It's Up to
You to Get
Involved

There are opportunities for improving operations at all levels of Government, and everyone can take advantage of them, no matter what your grade or occupation. And an effective Suggestion Program benefits everyone: the Federal Government, because good suggestions result in improved productivity and services; the American people, because these improvements reduce the cost of Government and help fight inflation; and you, because you receive recognition and reward for an adopted suggestion, and reap a two-fold benefit as a taxpayer as well as a Federal employee or member of the armed forces.

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***Even your best ideas
won't help
if you don't submit them!***

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SUGGEST

your ideas may be
worth money!

United States
Office of Personnel Management
Washington, D.C. 20415

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